

# MT ALBERT GRAMMAR SCHOOL



## BUDDY CHECKLIST 2011

Welcome to all new staff

This checklist is to help new staff to orientate to MAGS.

Your buddy will be asked to make sure that all of the items on the checklist are addressed over the first week or so. New staff and their buddies have a copy of the checklist.

	Staff Member	Code	Subject	Buddy
1	Kirsten Robertson	RSN	Science <i>PRT1</i>	<b>PUL</b>
2	Ben Conway	CWY	Physics/Science LTR <i>PRT1</i>	<b>BGH</b>
3	Sarnia Slabbert	SLB	Science <i>ex O/S</i>	<b>HOL</b>
4	Leanne Cutfield	CFD	English <i>PRT1</i>	<b>LSN</b>
5	Kim Nguyen	NYN	English	<b>MCC</b>
6	Helen Selaries	SLR	HOF Languages	<b>GBB</b>
7	Jennifer Jagiello	JGL	Science <i>PRT 1</i>	<b>STO</b>
8	Sarah Hayes	HYS	HOF Commerce	<b>NLN</b>
9	John Lovell	LVL	English Int Prep Class <i>PT</i>	<b>CLE</b>
10	Aubrey Mason	MSN	HOF English	<b>WKS/LVY</b>
11	Ayisha Mulgrew	MLG	Visual Arts	<b>CRN</b>
12	Sarah Mulcahy	MLC	English LTR	<b>QRK</b>
13	Edward Robinson	RBN	English/Social Studies LTR	<b>WKS</b>
14	Pauline Godber	GDB	ESOL	<b>HRE</b>
15	Beverley Lawrence	LWR	ESOL LTR	<b>HRE</b>
16	Ben Grace	GRC	Science LTR <i>PRT2</i>	<b>VSN</b>
17	Ok-jin Lee	LEO	Japanese LTR	<b>LIU</b>
18	Art History teacher		LTR	



NEW STAFF INDUCTION DAY– JOHN PIPE	
	<p><b>8.30a.m.</b> New staff to <b>Staff room</b> for <b>Whakatau</b> with Reg Korau. Explanation of Powhiri kawa Move to <b>Conference Room</b> All SMT introduced.</p>
	<p><b>Conference Room</b>  <b>8.45a.m.</b> Dale Burden (<i>Headmaster</i>) – Welcome   <b>9.00a.m.</b> Paul McKinley (<i>Assoc Principal</i>) - expectations of staff and manual   <b>9.15a.m.</b> Valda Youdale - Finance Office</p>
	<p><b>9.25a.m.</b> John Pipe Powerpoint – A Taste of MAGS  <b>9.45a.m.</b> David Long (<i>Director of Sport</i>) – Sports at MAGS   <b>10.00am.</b> Jo Williams (<i>Dep Principal of Jnr Girls</i>) – Daily Relief Procedures and Academic Institute   <b>10.45am.</b> Te Aroha Keenan (<i>Dep Principal Year 12/13 – Pasifika/Maori</i>)</p>
11.00 am Morning Tea in staff room	
	<p><b>Red Room</b>  <b>11.20a.m.</b> Yvette Williams (<i>Deputy Principal Administration</i>) Markbook, Assessment, Principal's Nominee KAMAR Logon, Attendance</p>
11.50a.m.	Elise Goddard ( <i>Director of E -Learning</i> ) – Library, E - Learning, website, myclasses and first-time logon
	<p><b>12.10p.m.</b> John Pipe (<i>Dep Principal of Staff Development</i>) - Professional Development</p>
	<b>Photographs</b>
Lunch 12.30 – 1.00pm	
	<p><b>1.00 p.m</b> All Provisionally Registered Teachers ( Year 1 and year 2) Chay Carter – <i>Specialist Classroom Teacher</i> Advice and Guidance   <b>1.30p.m.</b> TOUR of the school starting from Main Office</p>

### Induction checklist for new and beginning teachers

Welcome to all new staff

The initial induction day will cover a number of these items but the other items will be covered by your buddy.

Hold on to this sheet so that you can address them a point at a time.

Whakatau	
Powhiri (Welcome ceremony)	
Waiata (Song)	
Personal introductions (school and departments)	
Social get-togethers with other staff (Friday drinks; department BBQ's)	

### People

Headmaster: Dale Burden	BDN	
Associate Principal: Paul MacKinley	MAC	
Deputy Principal, Administration: Yvette Williams	WMS	
Deputy Principal, Year 9 and 10 Girls: Jo Williams	WLM	
SMT , Year 9 and 10 Boys: Paul MacKinley	MAC	
Deputy Principal, Year 11: Mark Rivalland	RIV	
Deputy Principal, Year 12: Te Aroha Keenan	KNN	
Deputy Principal, Staff Development: John Pipe	PPE	
Director of Guidance: Paul Ferner	FRN	
Guidance Counsellor: Kathryn Harford-Nielson	HFD	
Guidance Counsellor: Margaret O'Carroll	O'C	
Careers Advisor: Vicky Gray	GRA	
Business Manager: Dr Valda Youdale	YDL	
International Director: Evan Gray	GRY	
Director E-Learning: Elise Goddard	GDD	
Director of Sport: David Long	LNG	
Director of Boarding: Chris Metcalfe	MTF	
Arts Co-ordinator: Jacqui Cesan	CES	
HOF/HOD:		

Deans Year 9: Boys: Gavin Milne MLN, Girls :Helen Sutcliffe SUT		
Deans Year 10: Boys: Martin Wright – WRI, Jess Lythe LTH		
Deans Year 11: Boys: Adam Simpson – SIM, Girls: Natasha Phyn PHN		
Deans Year 12: Boys: Andy Belson –BSN, Girls: Kathryn Wainui - WNI		
Deans Year 13 Boys: Greg Cave CVE, Girls: Kate Jeavons - JVS		
Academic Dean: Warwick Gibbs - GBB		
HOF Learning Support, Pam Drake - DRK		
Archivist: Brian Murphy - MPY		
Property Manager: Frank Koenan		
Headmaster's PA: Donna Perry		
Development Officer: Christine Long - LNG		
Library Staff: Marlene Brown, Indrani Koggalahewa		
Student Centre Staff: Joan Brough, Maree Pulakava, Lee Iswar		
Network Manager: Matt Cave		
Resource Teacher Learning and Behaviour: Dan Cross		
Specialist Classroom Teacher: Chay Carter CRT		
Photocopy attendant: Lynn Boyd		
Finance Centre Staff: Juan Chen, Sandra White		
Staffroom attendants: Kay Dempsey, Linda Robinson		
Front Office Support Staff: Lois Brough, Jan Springett		
PPTA- Reuben Ploeg - PLG and Malcolm Nuttall - NTL		
Staff Representative on BOT - Malcolm Nuttall		

### Places

Map of the school (also in Staff Manual)		
Form Room		
HOD room and office		
Resource Room(s)		

Deputy Principals' offices		
Pigeonholes		
Tour of the school		

### **Knowledge - Do you know ? . . .**

. . . about the Assessment manual?		
. . . about the External Moderation Action plan?		
. . . about the Quality Assurance Manual?		
. . . how to apply for individual Professional Development?		
. . . about the Monday Professional Development Groups?		
. . . about Departmental Meeting times		
. . . who looks after Beginning Teachers?		
. . . about myclasses?		
. . . about Car parking?		
. . . about Daily notices?		
. . . about Daily routine?		
. . . about Day relief procedures?		
. . . about Departmental backups?		
. . . about Discipline procedures?		
. . . about ICT software applications notes?		
. . . about Laptops and systems when laptops not available from Day 1?		
. . . about PD – whole school throughout year?		
. . . about Photocopy cards?		
. . . about the Staff Update?		
. . . about Salary enquiries? Salary forms and tax code?		
. . . about School trip procedures?		
. . . about Sports/cultural activities		

... about Communication protocols?		
... about Entourage and email		
... about the Staff manual?		
... about student class levels and ability streams		
... about Teachers' Registration?		
... about the school's History?		
... about how to read the timetable?		
... about how to operate KAMAR?		
... about how to mark your roll?		
... about your responsibilities as a form teacher?		
... about ASSHA anti-poaching form?		
... about Cyber Safety Agreement form signed?		

### **Ongoing advice and guidance**

There is an over-whelming amount of information to take on board as you start in a new school. This checklist is a guide to mastering that without writing a huge manual.

#### **School-wide:**

It is OK to ask for help. Talk to your buddy in the first instance if you are need to find out more.

#### **Department level:**

See your HOD or the subject co-ordinator for curriculum support; use the discipline procedures for your department; seek help from your Dean with form teacher matters.

#### **On a collegial level:**

Support fellow first-year/new teachers – you are a powerful network; use the guidance network – they are for staff as well; attend staff functions and get to know your colleagues on a social level; make time for morning tea and lunch in the staff room on a regular basis.

I am always available for help and guidance. I am currently located next to the Finance Office and the International Department. My contact details are below.

Kind regards

John Pipe  
Deputy Principal  
Staff Development  
Mt Albert Grammar School  
Extension 8139\  
DD 815 4038  
Mob: 0212864660

## The MAGS Way

The MAGS Way was developed in consultation with students, parents and staff to focus and reflect on the core values of our school community.

We expect all students and staff to abide by these six important values:



## Guiding Principles

- The MAGS Way encompasses all individuals in the school community.
- The MAGS Way is to guide all daily relationships between all staff and students.
- The MAGS Way is based on respect for others and the dignity of the individual.
- All individuals in the school have both rights and responsibilities as part of The MAGS Way.

## Code of Practice

### Staff

- model the values of Mount Albert Grammar School.
- respect all students as individuals.
- demonstrate the value of education by offering a learning programme that meets the needs of all students.
- make sure that students experience success for meeting expected outcomes.
- make sure that all punishment is fair and is given in a positive manner.

### Students

- show respect for Mount Albert Grammar School.
- attempt to the best of their ability all classwork and homework.
- respect their own and other people's property.
- respect their teachers by following all reasonable instructions that are given to them.
- have respect for others which means no violence either verbal or physical to other students or teachers.



			
Dale Burden Headmaster	Paul McKinley Associate Principal Junior Boys	Yvette Williams Deputy Principal Administration	Te Aroha Keenan Deputy Principal Y12
			
Chris Metcalfe Deputy Principal Director of Boarding	Mark Rivalland Deputy Principal Y11	Jo Williams Deputy Principal Junior Girls	John Pipe Deputy Principal Staff Development
			
Paul Ferner Director of Guidance	Dr Valda Youdale Business Manager	Elise Goddard Director of e-Learning	Evan Gray International Director
			
Brian Murphy Archivist	Chay Carter Specialist Classroom Teacher	David Long Director of Sport	Christine Long Development Officer



